

MINIMAL AWARDS

27 JUNE 1977

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

EXTENSION

NO.

2086

DATE

24 June 1977

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DC/BSO
5E 56 Hqs.

6/24/77 *WJB*

1 to 5:

2. C/BSO
5E 56 Hqs.

24 *WJB*

For your information.

3. DD/Pers/SP
5E 56 Hqs.

RG

6:

4. Exec Asst/OP
5E 58 Hqs.

27 JUN 1977

WJB

Attached are 21 Minimal Award cases for your approval.

5. DD/Pers
5E 58 Hqs.

27 JUN 1977 *M*

6. Chairman, SAAC
5E 58 Hqs.

27 JUN 1977

J

25X1A

7.

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12. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
1001 AMES BUILDING

6/28/77 *WJB*

13.

14.

CONFIDENTIAL

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-68: dated 15 August 1974

GS-07

25X1A

Photo Interpreter

Directorate of Intelligence/OIA

A. Summary of Suggestion

1. Background

(U) When a Basic Imagery Interpretation Report was printed, offices on the regular distribution list were sent a copy for retention and file. To obtain microfiche copies of the reports, a list of TCS and RDA numbers was compiled and taken to the library. Library personnel then located the corresponding "S" numbers and sent the list to Production Services Group/NPIC for the actual production of the microfiche copies.

2. Suggestion

(U) Send microfiche copies only of the Basic Imagery Interpretation Report to offices on the regular distribution list, thus saving storage space, paper, and man-hours.

B. Evaluation

1. (U) OIA first evaluated this suggestion in late 1974, however, it was not adopted at that time because of the then unsatisfactory quality of the microfiche copies, particularly of graphics.

CONFIDENTIAL

CONFIDENTIAL

The OIA Micrographics Committee noted a number of disadvantages to adopting the suggestion as a mandatory policy at this time, namely:

- a. It remains necessary to receive some hard copies as well as microfiche copies of OIA produced reports.
- b. Diazo copies of microfiche are inferior when dealing with photographs, thus the microfiche copies of those reports which include photographs should be silver film and not diazo copies. This increases the costs in time and materials to produce the copies needed.
- c. Basic reports which include color schemes and artist concepts are often useless when microfilmed in black and white.
- d. Some Basic reports are routed to a group of analysts who often make marginal notes on them. This cannot be done with microfiche copies.
- e. Analysts often use Basic reports as research aids or photographic interpreter keys and it is desirable to compare dimensions of objects using scaling techniques--this cannot be done on the microfiche copy.

2. (C) Despite the disadvantages, many OIA analysts do use microfiche copies of Basic reports. Because the degree of applicability of the suggester's proposal varies from analyst to analyst, OIA will publicize the suggested procedure and provide the necessary equipment; implementation will be left up to the discretion of the individual analysts. OIA estimates that 25% of their analysts use microfiche extensively and another 25% use it to a lesser degree. [REDACTED] recently announced that all [REDACTED] reports published after 1 July 1977 will be in microfiche form with no hard copy available. OIA rated intangible benefits SUBSTANTIAL/LIMITED. The DDI Committee Member concurred.

25X1C

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CONFIDENTIAL


CONFIDENTIAL

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award (SUBSTANTIAL/LIMITED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

50
Award

CONFIDENTIAL

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-240: dated 31 December 1974
[REDACTED], GS-15
IO General
Directorate of Intelligence/
ORPA

25X1A

A. Summary of Suggestion

1. Background

The suggester stated that the only candidates considered for professional openings were those who applied from outside, those sought out by the hiring office, those whose own office boosted them for assignment elsewhere, and those who wanted to make a change and do something about it. No pool of names existed for employees who had specified an interest in re-assignment.

2. Suggestion

Establish a system of "Availability Notices." The system should present a clear statement of each job, a statement of the applicant's background, and offer the same wide circulation as the Vacancy Notice System.

B. Evaluation

1. Office of Personnel declined this proposal in April 1975, evaluation attached.

2. In June 1976, the suggester noted the first issue of EAR and requested reconsideration of his idea.

3. OP commented that at the time of initial review of the suggestion, it was felt that the system then in effect was adequate to the needs of the Agency. Since then, however, there has been a significant increase in the number of employees going to SPD and requesting assistance with reassignment; this well

may be a result of the more visible counseling services which have been offered in the Agency. This growing situation, plus the formation of an intra Directorate Careers Committee and its expressed interest in employee placement, led to the implementation of EAR.

4. There are certain differences between the suggestion and EAR, namely:

a. EAR is not open to all employees, but only to those who have come into the reassignment processes primarily through the counseling services. To open it to any or all employees could very conceivably swamp the mechanism into ineffectiveness. It cannot be used for "fishing" purposes.

b. The original suggestion appeared to provide for shopping by the individual employee without the knowledge of the component of assignment. Inclusion in EAR requires that the supervisor and/or the component Personnel Officer be aware of the employee's interest in reassignment. To advertise an individual as being available for assignment without the knowledge of the component would be irresponsible personnel management.

c. Retention in EAR at the present time is limited to six months.

OP commented that while EAR did not directly develop as a result of this suggestion, the proposal is close enough to the implemented action to warrant recognition.


5. SPD evaluators commented that 3 employees have been placed through EAR thus far--3 that may not have been placed otherwise. They thought that an award in the \$50-\$100 range would be reasonable.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 Award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 71
Date

50.

Award

Att

SUGGESTION EVALUATION REPORT

TO: Executive Secretary
Suggestion Awards Committee

SUGGESTION NO.
75-240

SUSPENSE DATE

INSTRUCTIONS: Please complete this form in detail to guide the Suggestion Awards Committee in making a final determination of the merits of this suggestion. Retain third copy.

1. ACTION RECOMMENDED ☐ ADOPT ☒ DECLINE ☐ OTHER (Specify):

2. REASONS FOR RECOMMENDATION (If more space is needed, use plain paper)

Employee Suggestion 75-240 which identifies an area of concern to many employees has been carefully considered by the Office of Personnel. For a number of reasons, enumerated below, we do not feel another program directed to employee reassignment possibilities is needed. There are several system/programs already in effect, and when properly understood and utilized by the employees, and by management, provide the necessary input of employee interest and availability for reassignment and/or career change.

1. The Vacancy Notice system is being used on an increasingly broader scale throughout the Agency. We recognize the job opportunities identified by this system are limited in number, but it does offer some employees interested in a change the chance to surface this interest.

2. The Personnel Placement Branch in the Office of Personnel has officers available for counseling and reassignment assistance to all Agency employees. This service enables employees who want a change in career direction, or merely reassignment in their current field, to bring their talents, experience and special interests to the attention of placement officers familiar with the specific requirements of the various offices of the Agency.

3. As part of the implementation of the New Approaches to Personnel Management, the Career Services have all established formal counseling services. These are available to all employees of a Service and provide another avenue by which individuals can express their interest in career change or reassignment.

4. The Personnel Qualifications System codes for computer listings the education, non-Agency and Agency experience, language skills, special talents, et al, of all employees of the Agency. While this is not a tool for the use of the individual employee in bringing his own interests or capabilities to the attention of management,

it does provide managers with an inventory of qualifications and interests of on-board personnel for review against office requirements. A Headquarters Notice is being issued which will again direct attention to this program and describe the advantages managers can derive from its use.

In sum, the above appears to offer a sufficiently varied approach to the solution of employee problems concerned with career change or development. Another system such

as proposed in Suggestion 75-240 would provide little or no more service than presently available.

DATE

28 April 1975

(Type name and title)

Chief, Review Staff, Office of Personnel

FORM 2-70

SECRET

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 73-21: dated 26 July 1972 25X1A
[REDACTED], GS-10
IO-General
Directorate of Intelligence/OSI

A. Summary of Suggestion

A hard copy guide be prepared for Agency analysts covering all the computerized files and document retrieval systems available through Office of Central Reference.

B. Evaluation

1. In April 1975, OCR reported that classification levels controlling the possible distribution, the amount of detail per system, non-OCR proprietary rights to many parts of many files; the changing nature of many of the files and/or systems, and a variety of other factors have inhibited success. Director, OCR said that: he decided to abandon further work on the catalog; and, OCR will reopen the question if and when an increased demand for the catalog and the manpower available to publish and maintain it become available.

2. In May, July and Sept. 1975, OCR published the attached Information Services Bulletins. Another bulletin is now drafted.

3. The Directorate of Intelligence Committee Member said that the bulletins were originated by an OCR Division Chief. The DDI Committee Member recommended a \$50 Advisory Award.

SECRET


SECRET

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 Advisory Award.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

50.
Award

Atts

SECRET

25X1A

Approved For Release 2000/06/01 : CIA-RDP80-00706A000200010001-3

Next 15 Page(s) In Document Exempt

Approved For Release 2000/06/01 : CIA-RDP80-00706A000200010001-3

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-167: dated 28 October 1975
[REDACTED], GS-08 25X1A
Intelligence Analyst
Directorate of Science and
Technology/NPIC

A. Summary of Suggestion

Conduct a one-day seminar to educate younger employees on CIA and CSC retirement policies. The seminar should include: considerations of employment after retirement; as well as ways to plan now; social security qualification requirements; investment opportunities; and, information on income tax applicable to retirement.

B. Evaluation

25X1A 1. NPIC sponsored a seminar for retirement ideas for
25X1A younger employees on 10 March 1977 (employee bulletin attached). Mr. [REDACTED] (formerly of RAD/OP) and Ms. [REDACTED] (RAD/OP) conducted the seminar which covered benefits and disability plans (short run) and retirement annuities (long run). The seminar was well received by the participants and lasted a full three hours.


25X1A 2. NPIC recommended a \$25 award based on MODERATE/LIMITED intangible benefits. Mr. [REDACTED] concurs. The seminar clearly pointed out the advantages and fringe benefits of working for the Federal Government and especially the Agency. It also gave younger employees an insight into retirement planning.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

25.
Award

Att

25X1A

EMPLOYEE BULLETIN

#293

28 February 1977

RETIREMENT SEMINAR

1. With retirement such a prominent issue, Human Resources Branch/Support Staff is offering employees other than those in the retirement age category a chance to learn more about the two CIA retirement systems.

2. Retirement Affairs Division/Office of Personnel will conduct a Retirement Seminar on 10 March 77 from 0900-1200 in the NFIC auditorium. Topics covered:

Benefits - Short Run

Disability Payments - Short Run

Retirement Annuities - Long Run

A question and answer period will follow the presentation.

3. Attendance is open to CIA employees in [REDACTED]. Please contact Judy X3745 for further information.

25X1A

Distribution: B (CIA employees)

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-343: dated 16 March 1976
[REDACTED], GS-13 25X1A
Computer Specialist
Directorate of Administration
ODP

A. Summary of Suggestion

1. Background

OP/BSD/Insurance Branch processes the majority of the Agency's insurance programs. However, FEGLI was processed by OP/BSD/Personal Affairs Branch. Thus, it was necessary to contact both branches to determine what insurance programs were available and the cost.

2. Suggestion

One office handle all life insurance programs. And, advise all employees of the insurance programs available to them, together with a unit price of each so an equal comparison can be made of the prices, etc.

B. Evaluation

1. OP originally declined this suggestion in May 1976, stating that the insurance programs of the Agency were divided between two OP offices for sound administrative reasons. The FEGLI program is a statutory benefit governed by law and Federal Regulations, and is administered by PAB because of the close relationship this program has with other activities of the Branch, including casualty affairs and FECA. The UBLIC and WAEPA plans are non-government plans made available through GEHA. It would be impractical

to divorce these programs from the Insurance Branch because of the relationship between GEHA and the significant administration workload involved in this operation.

2. Insofar as providing advice to employees on the available plans, in addition to the coverage of this material in EOD briefings, the Insurance Branch provides a pamphlet which gives a brief outline of all of its insurance programs and PAB provides employees with a CSC leaflet that outlines the principal features of FEGLI. Personnel of both offices are available for individual counseling on their respective programs. For various reasons, a unit pricing approach to provide comparison data is felt to be inappropriate. The danger in such a comparison is that selection is made on price alone without due consideration for all facets of the plan.

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3. In May 1977, the suggester brought it to the attention of the Committee's Staff that the FEGLI program had been transferred to Insurance Branch and [REDACTED] dated 5 April 1977 (attached), issued summarizing current information relative to the FEGLI program.


4. In June 1977, OP said that the impetus for the movement of the FEGLI insurance program from PAB to Insurance Branch was in response to a 7 December 1976 MAG suggestion to the DDCI. MAG's position grew out of their observation that new Agency EOD's were being given two separate insurance briefings which tended to be confusing. It followed that as long as the briefings and handouts were to be the responsibility of one office--the Insurance Branch--the entire program should be transferred. While the placement of the FEGLI program in the Insurance Branch was not for the reasons posed by the suggester, the move was accomplished and the timing closely follows his suggestion.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 Award (MODERATE/EXTENDED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

50.
Award

Att

This Notice Expires 1 September 1977

PERSONNEL

STATINTL

5 April 1977

INFORMATION REGARDING THE FEGLI PROGRAM

1. The Civil Service Commission is revising the pamphlet which describes the Federal Employees' Group Life Insurance (FEGLI) Program. The revised pamphlet will provide a better description of the regular and optional insurance programs to help employees decide whether to participate in the programs.

2. Extensive distribution of the revised pamphlet will be made within the Agency when it becomes available. As a preview, this notice spotlights the following features which will be explained in the pamphlet:

a. Participation in the FEGLI Program is completely voluntary.

b. The decision to elect or waive insurance coverage is a personal one. It should be based on the employee's evaluation of his or her own situation, existing insurance program, plans, and short and long range needs.

c. The FEGLI Program is not designed or intended to meet the insurance needs of each individual employee or of all employees. It is a group program, both in principle and concept.

d. One of the primary objectives of the FEGLI Program is to help attract and retain qualified employees in Government service. It is, therefore, designed to provide group insurance over a career in Government service and into retirement. In keeping with this objective, the regular insurance program is funded by level premiums.

e. The level premiums exceed the cost of the insurance protection in the early years of employment for younger employees. The premiums become lower than the cost of insurance protection in later years of employment, however, as the employee advances in age.

f. Sufficient assets to offset the deficiency in the premiums from older persons are accumulated by using the excess of premiums from younger employees and premiums from those who leave the group prematurely.

g. A level premium is the only arrangement under which it is possible to provide insurance protection to older persons without the premium increasing, and eventually becoming prohibitive, as age increases.

5 April 1977

h. The level premiums also provide funds to cover the cost to continue insurance coverage after retirement when payments of premiums are no longer required from participants who have retired.

i. Premiums are based on the claims experience and the composition of the population participating in the programs. They are adjusted periodically, as necessary.

j. The insurance has no cash value.

k. Level premiums, based on experience ratings, and the lack of cash or surrender values are typical attributes of all group insurance plans, as opposed to individual insurance policies or programs.

l. The present regular FEGLI program attempts to meet some but not all of the insurance needs of the career employee over the entire period of his or her service and during retirement.

3. Additional information concerning the FEGLI Program may be obtained by contacting the Insurance Branch, Office of Personnel, 916 Ames Building, extension 3671.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-444: dated 18 May 1976
[REDACTED], GS-05 25X1A
Clerk-typist
Directorate of Intelligence/
OCR

A. Summary of Suggestion

1. Background

The road leading to the lower level of West Parking Lot usually flooded in the area of the depression near the drain when it rained. Anyone walking on the sidewalk was splashed by passing cars.

2. Suggestion

Regrade the area of the depression so the water runs to the drain.

B. Evaluation

GSA repaved the area cited on 17 June 1977. Thus, persons walking in this area on rainy days will no longer be splashed.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 Advisory Award.

D. Decision of the Chairman

25X1A

[REDACTED]
Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

25

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-42: dated 3 August 1976
[REDACTED] GS-08 25X1A
Analyst
Directorate of Intelligence/OWI

A. Summary of Suggestion

1. Background

Many employees entered the North Cafeteria through the exit doors. Since these doors are automatic and swing outward, employees could be hit and injured by the doors.

2. Suggestion

Make it impossible to enter the cafeteria through the exit doors. Post signs to direct employees to enter through the doors on the other side of the EAA office.

B. Evaluations

1. OS/Physical Security Division said that the potential for an accident results from the fact that the automatic doors which open toward the corridor are the doors most logically used by persons entering the cafeteria from the interior of the building. This entry is also the one closest to the serving line. Thus, the natural flow of traffic from the building interior to the North Cafeteria, thence to the serving line, utilizes the entry equipped with automatic out-swinging doors. Any effort to direct traffic from the interior of the building past the automatic doors to the more distant manually operated doors is almost certain to meet with failure.

2. To date, there is no record of any injuries occurring to individuals as a result of entering the cafeteria via the outward swinging automatic doors. However, the potential for an accident does exist as indicated by the suggester.

3. As a result of this suggestion, OL extended the floor mat activating device the full length of the access corridor, thereby increasing the time interval between "open door" signal and "arrive at door" sufficiently to avoid injury.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/EXTENDED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

50.
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-143: dated 1 November 1976
[REDACTED], GS-05 25X1A
Insurance and Claims Asst.
Directorate of Administration/OP

A. Summary of Suggestion

1. Background

The suggester stated that often Association Benefit Plan policyholders do not fully understand their health insurance benefits. Many do not include the necessary claim information. When the Insurance Branch rejects a claim, medical bills are attached to a checksheet, which explains why the claim is not being processed, and returned to the policyholder. Copies of these papers are xeroxed for the Insurance Branch files. Often the policyholder must then return the bills to the doctor or hospital for additional information. Rejected claims may be as many as five to ten percent. Each adjustor keeps a tally of claims rejected or processed.

2. Suggestion

Issue an Employee Bulletin providing employees with the information that should be included on their claims and the procedure for submitting claims. And, place notices on the classified Bulletin Board to advertise the fact that insurance questions will be answered in the insurance office and that brochures are available there.

B. Evaluation

1. Chief, BSD explained that up-dated brochures are readily available. This fact is publicized annually in the Notice announcing the "Open Season." During 1976, to improve communications with employees enrolled in the Association Benefit Plan, the Insurance Branch placed "colorful" folders containing instructions about

submitting claims in the Headquarters and Ames Building claims assistance areas.

2. As a result of this suggestion, however, an Employee Bulletin was issued on "Processing of Health Insurance Claims," dated 26 April 1977 (copy attached). It is also planned to post some helpful hints for completing claims as "Did You Know?" items on the Official Bulletin Board.

3. C/BSD commented that these steps are expected to have a slight impact on the completeness of claims submissions and on the morale of employees through a better understanding of their health insurance. C/BSD rated intangible benefits MODERATE/LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

50.
Award

Att



ADMINISTRATIVE - INTERNAL USE ONLY
Approved For Release 2000/06/01 : CIA-RDP80-00706A000200010001-3

EMPLOYEE BULLETIN

STATINTL [REDACTED]

26 April 1977

PROCESSING OF HEALTH INSURANCE CLAIMS

The Association Benefit Plan (ABP) is experiencing a problem that is common, in varying degrees, to most health insurance plans at this time of the year; i.e., a backlog of medical claims. Attached is a copy of a Government Employees Health Association (GEHA) notice regarding this matter which contains suggested steps GEHA members enrolled in the ABP can take to help reduce the time required to process medical claims.

Attachment

DISTRIBUTION: ALL EMPLOYEES (1-6)

Approved For Release 2000/06/01 : CIA-RDP80-00706A000200010001-3

ADMINISTRATIVE - INTERNAL USE ONLY

GOVERNMENT EMPLOYEES HEALTH ASSOCIATION

P.O. BOX 463
WASHINGTON, D.C. 20044

26 April 1977

ASSOCIATION BENEFIT PLAN CLAIMS PROCESSING

1. During November and December 1976 and the first few months of 1977, the Insurance Branch received a large number of medical claims under the Association Benefit Plan (ABP). This has resulted in a backlog and delay in the processing of claims. A claims backlog during the first quarter of the calendar year is usually caused by enrollees waiting to submit major medical claims until the end of the year. Every effort is being made to process these claims in an expeditious manner. If you have ABP coverage, you can help by taking the following steps:

a. When submitting claims for basic benefits, please complete the claim form which corresponds to your hospitalization identification card and be sure that the question concerning "double coverage" is answered fully. If any of your dependents have health insurance through an employer, furnish the name of the insurance carrier, address, phone number, group number, policy number, certificate number, and any other related information. If double coverage does exist, we must determine which insurance company is the primary carrier (pays first) and which company is secondary (liable for the balance). If major medical benefits are being claimed, Form 1823, Medical Expense Record for Submission of Claim, should also be completed. The nature of illness or injury must be stated for each expense claimed, including prescription drugs.

b. All medical bills must contain the following information:

- (1) The date services and supplies are received.
- (2) The name of the family member concerned.
- (3) The name of the attending physician.
- (4) The type of service rendered.

(5) The prescription number of drugs and medicines.

(6) The charge for each service.

c. Please do not submit cancelled checks, cash register receipts or "balance forward" bills since they do not contain the necessary information listed above. When submitting claims for more than one family member, remember to provide separate claim forms and itemized bills for each member. If you submit the receipt on the bag for prescription drugs, please cut away the unnecessary portion of the bag. Bills for prescription drugs should be arranged chronologically.

d. Avoid submitting bills for routine or annual physical examinations, including related X-ray and laboratory expenses, since these expenses are not covered by our Plan.

e. The ABP is required to limit its benefits when an enrollee is eligible for benefits under No-Fault Automobile Insurance. If you reside in a state having No-Fault Auto Insurance and you are injured in an automobile accident, the bills must be submitted to the No-Fault carrier before they can be considered by ABP.

f. Please submit all claims promptly. Major medical claims in particular should be submitted as soon as possible after the deductible has been satisfied for the calendar year. Do not wait until the end of the year or income tax time.

2. To assist in the preparation of claims, a claims receptionist is available at Headquarters in Room 1J27 weekdays between the hours of 9 a.m. and 1 p.m. and from 2 p.m. to 4:30 p.m. on Mondays, Wednesdays, and Fridays. A claims receptionist is available in the Ames Building between 8:30 a.m. and 5 p.m. each weekday in Room 916. If you prefer, you may call extension 3215 any weekday between 8:30 a.m. and 5 p.m. for information or to request that claim forms be sent to you.

3. A form is now available which may, in most cases, be given to your doctor for surgery, X-ray and laboratory expenses related to surgery. The doctor submits the claim form to the address on the enrollee's hospitalization identification card and benefits are paid directly to the doctor.

4. With your assistance we will be able to reduce the time required to process ABP medical claims and avoid backlogs in the future.

ADMINISTRATIVE USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-160: dated 12 November 1976
[REDACTED], GS-07

STATINTL

Secretary
Directorate of Administration/ISAS
(Now DD/S&T/ORD)

A. Summary of Suggestion

1. Background

Magnetic cards and tapes kept in working areas are usually stored in safes. Most safes had magnetic signs (OPEN and LOCKED) and magnetically attached security check sheets.

2. Suggestion

Post warning notices on all safes containing magnetic cards and tapes so that magnetic OPEN and LOCKED signs and magnetically attached security check sheets are not used. Magnetic cards and tapes can be easily erased if they come in contact with magnets or are stored near magnets.

B. Evaluation

1. The suggestion was sent to ISAS at the time of receipt for their consideration. In April 1977, they responded, evaluation attached.

2. Upon learning of the OS interest concerning the new badges, the suggestion was forwarded to OS. Evaluation is attached. The Committee's staff consulted further with Mr. [REDACTED], OS Badge Project Officer and obtained the following additional information:

a. He didn't think there were originally as many magnets on the safes as turned up after a

STATINTL

ADMINISTRATIVE USE ONLY

ADMINISTRATIVE INTERNAL USE ONLY

review of this suggestion. However, as an engineer, he had known for years that magnets would nulify badges.

b. The new badge system started in mid October; the last badges were issued in early November 1976. He admitted that he might have thought more about this problem if he had seen the suggestion in mid November 1976 after it had been received by the Committee's staff. Thus far, several thousand badges have been re-encoded because of the magnets in offices. This takes only about 10 seconds time in the Badge Office but is an inconvenience to employees who have to bring their badges in for correction. Obviously, some intangible benefits could have been gained if the re-encoding measure could have been avoided.

c. As for the future, OS now has a research project underway to have a badge developed that will not be made inoperative by magnetic materials. Successful completion and use of a badge to satisfy this requirement is expected in two years or less.

3. In June 1977, ISAS commented that they were generally aware of the potential for damage to magnetic media from permanent magnets, but it took this suggestion to surface the question and force a resolution. In the process, they discovered that ISAS, OS and ODP have been looking at various aspects of the same general problem and not always coordinating to share information and reduce duplication of effort in this area. Also, ISAS has been brought up-to-date on information affecting operations in two relatively new programs--Word Processing and Machine-Readable Records Management -- as well as in Vital Records, an older program. ISAS now knows where they stand vis-a-vis magnetic hazards in these three important Agency-wide programs, how to avoid potential hazards in future applications, and where to go for additional information as needed. ISAS rated intangible benefits MODERATE/BROAD (\$100 - \$200 range).

ADMINISTRATIVE INTERNAL USE ONLY


ADMINISTRATIVE INTERNAL USE ONLY

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$100 award (MODERATE/BROAD, lower range),
because of the lessons learned from this case.

D. Decision of the Chairman

STATINTL

 100.-
Chairman, Suggestion and Achievement
Awards Committee .

27 June 77
Date

Atts

ADMINISTRATIVE INTERNAL USE ONLY

26 April 1977

MEMORANDUM FOR THE RECORD

SUBJECT: Suggestion Number 77-160

REFERENCE: Memorandum for Suggestion Awards
Committee, dtd 13 Apr 77, same subject

25X1A 1. Had this suggestion been received by the undersigned before mid-October, it might have helped prevent our current problems with the magnetic OPEN/CLOSED reversible safe signs. Although our surveys up to that time confirmed the analysis by Mr. [REDACTED] in the reference, it was unforeseen that direct contact between badges and the magnetic signs would occur on a frequent basis when individuals reach to the rear of safe drawers on which the signs were placed. As a result, a percentage of the badges have lost magnetic data and will need to be re-encoded. We believe this problem is related only to the magnetic signs.

2. A three-step effort is underway within the Office of Security to a) remove all the magnetic signs from Agency offices; b) screen the entire badge population for damaged badges; and c) re-encode damaged badges.

3. In specific reply to paragraph four of Mr. [REDACTED] 25X1A comment on the Routing Sheet for the reference, the first notification to Office of Security management regarding the magnetic sign problem was made on 18 February 1977 (see attachment).

[REDACTED] 25X1A
SACS Project Officer

Att

18 February 1977

MEMORANDUM FOR: Deputy Director of Security (PTOS)

25X1A FROM : [REDACTED]
SACS Project Officer

SUBJECT : SACS Status

1. During the past week badges being routinely turned in at the Badge Office (due to resignations, etc.) have been examined and tested to determine how well they are weathering environmental conditions. (At this point in time, the average Agency badge has been in circulation about three months). From a sample of fifty returned badges, we have determined that 16% are unreadable due to a critical imprinting of the magnetic stripe data. An additional 8% have evidence of a similar non-critical imprinting.

2. After a week of investigation, we feel that the imprinting is being caused by brush contact between the badges and magnetic signs or sign holders used on Agency safe drawer heads and desks. Preliminary tests using these magnetic signs reveal the same characteristic tracks on test badges. This type of problem, or imprinting, has not been seen by TRW at their Building 90 facility, nor by the IRS, which has a pilot program underway using identical Polacards. Neither group uses magnetic signs on their safe hardware. The hazard was not detected during the test program last Summer because participants were instructed not to wear the test badge at any time.

3. In order to recover from this situation, we will have to take the following steps:

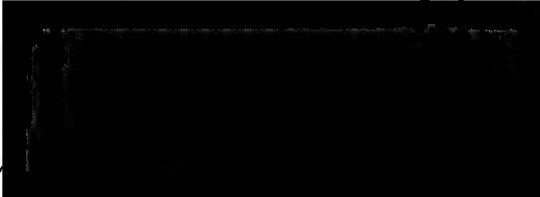
a) Remove all permanent magnetic sign holding devices from Agency offices as soon as possible. The number of Agency badges made unreadable due to imprinting is proportional to the number of days they are exposed to possible brush contact with magnetic sign holders.

b) Screen the current outstanding badge population for imprinted (unreadable) badges.

c) Re-encode imprinted badges with the correct magnetic stripe code.

4. The procedure for removing magnetic signs and sign holding devices from Agency offices would be best left to Physical Security Division. Screening of the current badge population could be conducted at Agency entrances during the upcoming optional-use testing of entrance equipment. Individuals whose badges are not readable would be directed to report to the Badge Office for re-encoding. It is possible to screen for imprinting using a \$29 hand-held 3M magnetic tape viewer. Badges can be re-encoded at remote locations using a MagTek MT-40 card encoder and a single computer listing.

5. In conclusion, this memorandum is based on preliminary tests and findings. Additional statistics will be required to determine the full extent and rate at which imprinting is occurring.

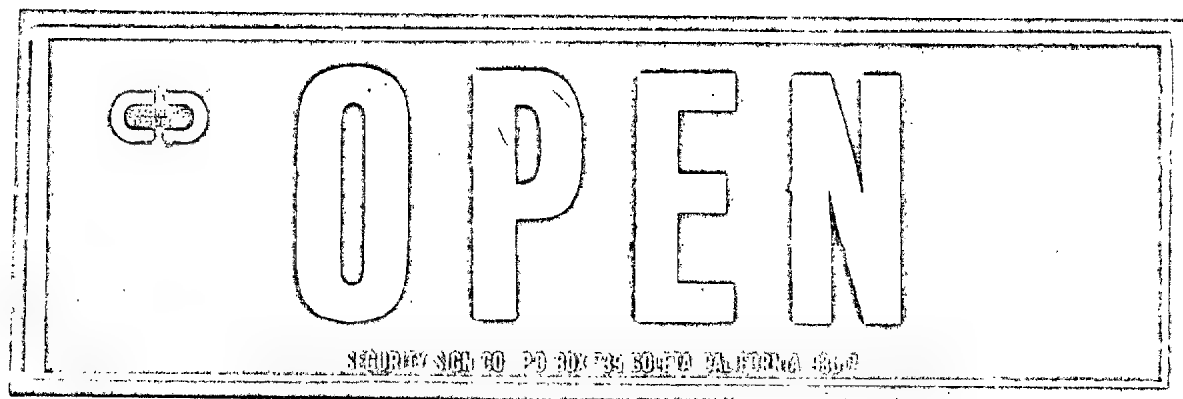
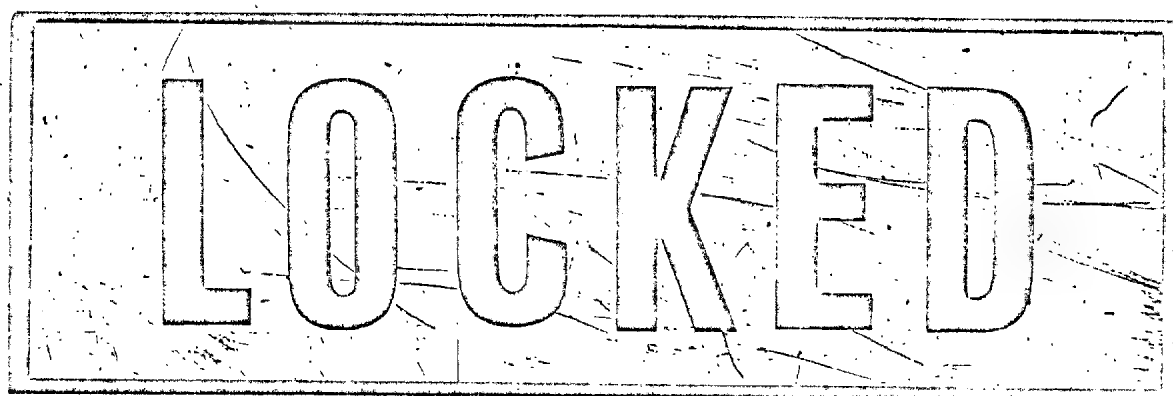


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25X1A

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-231: dated 21 December 1976

(GS-08 equiv.)

and **STATSPEC**

A. Summary of Suggestion

1. Background

STATSPEC

EXTTEL Receive-Only (RO) printers were used [REDACTED] as they came from the factory. The printer performed a Carriage Return (CR) or a Line Feed (LF) everytime it detected a CR or LF in the received signal, whether these CR's or LF's were intended or the result of signal distortion. A CR caused by signal distortion and not accompanied by a LF resulted in an overline. A LF caused by signal distortion and not accompanied by a CR resulted in the line being broken up into a staircase pattern. Setting the printer for LF on CR solved the overline but not the staircase-patterned line problem. At the same time it introduced a third problem, ie., signal-generated LF's added to the printer-generated LF's resulting in double LF's and a corresponding waste of paper.

2. Suggestion

Modify the logic boards of EXTTEL RO printers used for the reception of press casts so as to make the printer ignore all LF's contained in the received signal, whether they were intended or the result of signal distortion. The modification results in the total suppression of overlines, staircase-patterned lines, and double LF's resulting from the addition of signal and printer-generated LF's. The printer provides cleaner, better readable copy at a substantial saving in teletype paper.

STATSPEC

Approved For Release 2000/06/01 : CIA-RDP80-00706A000200010001-3

Next 1 Page(s) In Document Exempt

Approved For Release 2000/06/01 : CIA-RDP80-00706A000200010001-3

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-235: dated 11 January 1977

[REDACTED] GS-07
[REDACTED], GS-08
Transportation Assistants
Directorate of Administration/OL

25X1A

A. Summary of Suggestion

1. Background

25X1A

[REDACTED]
used plastic banding to bind fiberboard boxes and metal banding with wood cases.

2. Suggestion

Use nylon web banding to bind fiberboard boxes.

B. Evaluation

1. In February 1977, OL ordered nylon webbing for test usage.

2. In June 1977, OL completed their test and concluded that the suggested webbed nylon banding is superior to the plain banding previously used. The webbed nylon banding will be used on a continuing basis. It costs \$65.48 per roll versus the plain banding cost of \$88.25 or a savings of \$22.77 per roll. Annual savings, based on a consumption rate of 10 rolls per year, are \$227.70.

3. OL commented that it would be impossible to estimate costs inherent in replacement when the former banding would separate. This, of course, could result in cargo damage or loss, increased packaging costs, etc. OL rated intangible benefits as LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$70 award based upon combination of tangible savings of \$228 and intangible benefits (MODERATE/LIMITED), equally shared.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

70.-
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-265: dated 1 February 1977
[REDACTED], GS-08 25X1A
Systems Analyst
Directorate of Intelligence/OCR

A. Summary of Suggestion

1. Background

a. The Red Cross blood donation day is located in the Tunnel passage of Headquarters Building one day each month. Part of the activity is in the area between the guard station and the escalator and the remainder between the guard station and the postal machines. A heavy flow of people is moved between these two areas during different phases of the blood donation process.

b. Red Cross staff, volunteers, Agency staff, and Fairbanks Highway Research Station people are all in this area, making an adequate security check by the guard almost impossible. In addition, Agency employees use the Tunnel area to enter and exit the building.

2. Suggestion

On Blood Donation Day, move the guard station to the area of the Tunnel in front of the glass doors and escalator to prevent unauthorized entry into the building.

B. Evaluation

1. Chief, Physical Security Division/OS said that approximately two years ago a procedure was initiated to move the guard post to the suggested location to improve security in the area on blood donation day. C/PSD/OS commented that there was a good possibility that the suggester noticed the situation at a time when

the guard had not moved his location which he should have done.


2. A check was made with the Federal Protective Service Zone Captain and it was determined that the procedure to move the guard post was to be current practice and the guard would be reminded.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$35 Advisory Award.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

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Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-272: dated 2 February 1977




STATSPEC

A. Summary of Suggestion

1. Background

STATSPEC

 officers often have to translate classified documents of very poor legibility. Typically, these are photocopies in which the text is blurred or faded due to the poor conditions under which the copies were made.

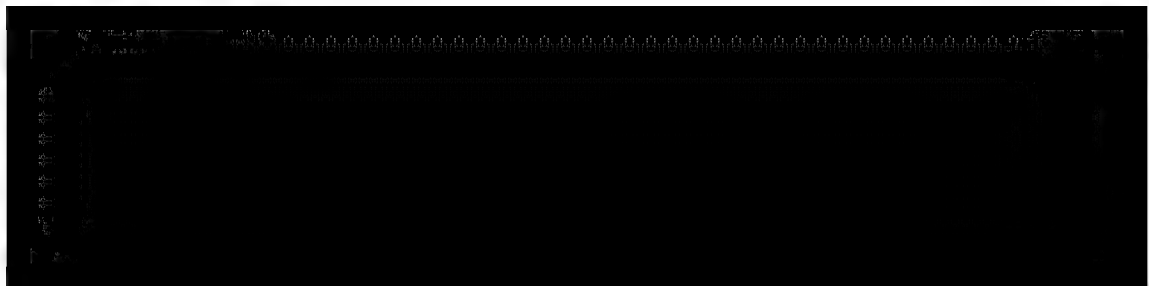
2. Suggestion

a. Ask DD/S&T/ORD to determine whether there is available any technical system which might be used to enhance the legibility of material of this type.

b. In the absence of such a system, request the development of an imagery enhancement system to serve this purpose.

B. Evaluation

STATSPEC



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be taken into account while this project is still in the developmental stage.

2. DD/S&T/OD&E commented that NPIC and ORD have been enhancing images on the Digital Image Manipulation equipment for some time including at least a few cases of images of text. The NPIC Photo Lab has developed chemical processing techniques to enhance underexposed film. The Text Restoration System being developed by ORD seems ideally suited to the problem described in this suggestion.


3. OCR said that their interests in such a system have been expressed to ORD.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

Certificate
Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-282: dated 7 February 1977
[REDACTED] GS-08 25X1A
Finance Assistant
Directorate of Administration/OF

A. Summary of Suggestion

1. Background

OF/Compensation Division/Systems Administration Branch distributed checks, T&A's and several component reports using manila envelopes. When processing checks, 82 - 12" x 16" envelopes were used. Some 73 envelopes were used to distribute Headquarters T&A's. The envelopes had to be individually addressed, taped closed and the return address stamped thereon.

2. Suggestion

Use canvas zipper bags (sample attached) to distribute checks, T&A's and component reports. The return address is printed on the bags. Addressee information is placed in the vinyl window slot, eliminating the need to write the components name and address each time one of the canvas bags is used.

B. Evaluation

1. OF procured the canvas bags at a cost of \$3.33 each and has begun using them.

2. Intangible benefits:

a. Greater security in transmitting checks, T&A's and reports.

b. The manpower formerly used to address, reinforce and tape envelopes is utilized for more constructive duties.

c. Job satisfaction is enhanced by eliminating a menial task.

OF rated intangible benefits SUBSTANTIAL/LIMITED and recommended a \$100 award.

3. OP/SPD and TRB and OC/CS said that there was no application in their areas for the canvas bags.


4. OL considered the use of reusable mailing bags several times in the past. In each case, they concluded that the bags offered some benefit. In this case, OL concluded that the potential for cost savings exists because of the degree of control the originating office can exercise over the bags. They agree with OF's appraisal.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$100 award (SUBSTANTIAL/LIMITED).

D. Decision of the Chairman

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Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

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Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-300: dated 16 February 1977

[REDACTED], GS-10
Telecommunications Officer
Directorate of Administration/OC

25X1A

A. Summary of Suggestion

1. Background

a. The door cover of the KOI-16 card reader on the KW-7 did not open fully due to a knurled knob retaining screw. As configured, the hinge assembly on the cover was prone to breakage. This was caused by pressure exerted on the cover when the KOI-16 door was opened.

b. The hinge on the cover was of lightweight aluminum construction attached to the cover by small pop rivets. When the hinge broke, the entire cover had to be TECHREQ'd. This placed the KW-7 down to maintenance because of the TEMPEST hazard involved.

2. Suggestion

Cut out a section of the front plate of the AKA-3/4 rack to allow the cover to open to its full limits which will reduce the pressure on the hinges (sketch attached). The modification will also permit the operator easier access to the KOI-16 card reader.

B. Evaluation

1. OC said that problems with KOI-16 door failures had been reported earlier by two overseas areas. As a result of this suggestion and the earlier reports, a dispatch, OCE 77-0077, was sent to all Area Headquarters advising them of the earlier [REDACTED] solution to the problem by use of a spacer and longer screws and the earlier (Head-

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quarters) solution to the repair of the door by use of machine screws with lock washers and nuts.

2. OC recommended a \$50 award based on MODERATE/EXTENDED intangible benefits.


C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$50 award (MODERATE/EXTENDED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

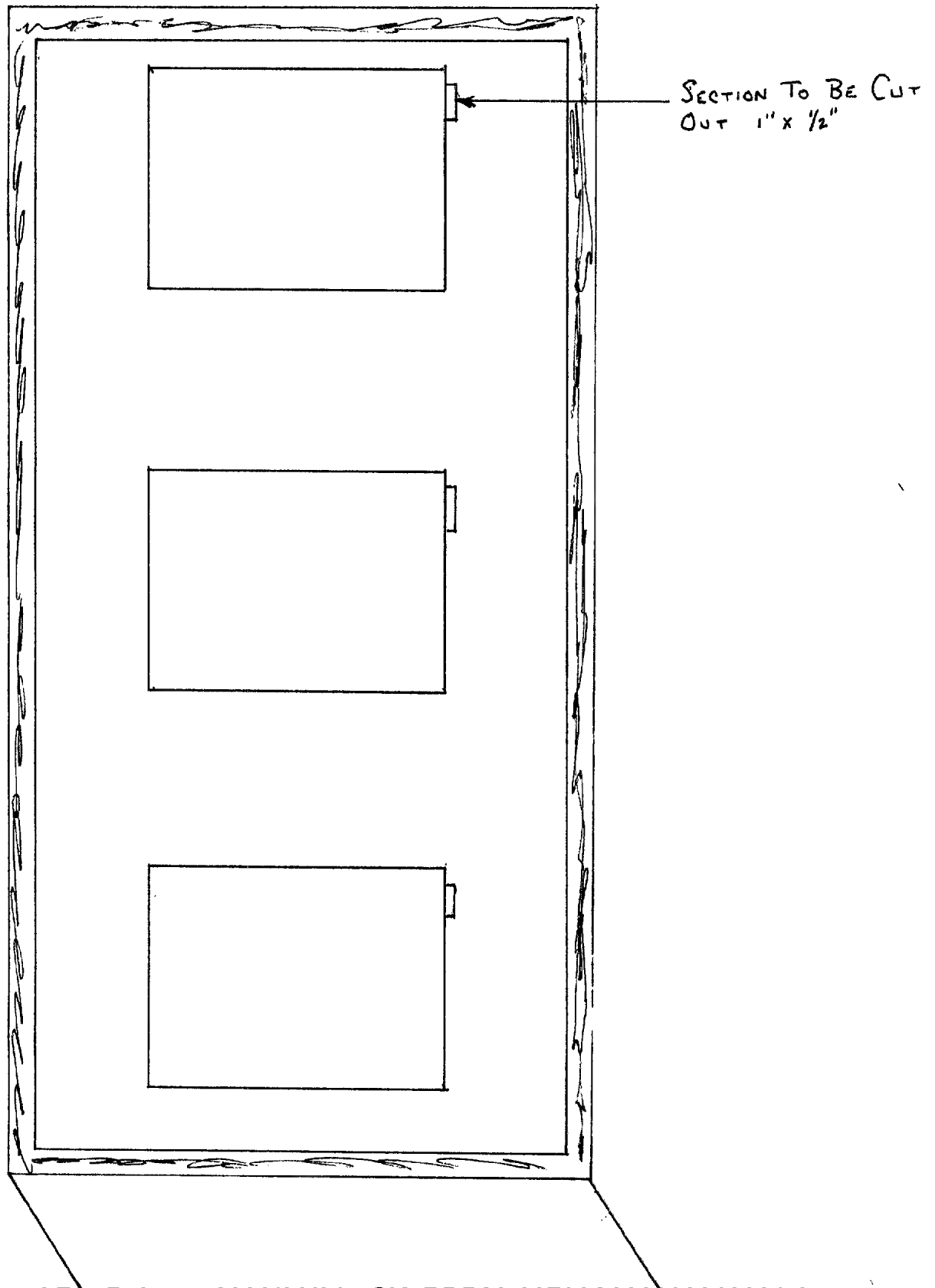
27 June 77
Date

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-306: dated 22 February 1977
[REDACTED], GS-13
Chief, Freight Traffic
Directorate of Administration/OL

25X1A

A. Summary of Suggestion

1. Background

When placing an advertisement on the bulletin board for rental/sale of real estate, the employee filled in name, office, room, building and phone number on Form 2845 which was affixed to the reverse side of each 3 x 5 advertisement card and placed on the bulletin board.

2. Suggestion

Personal Activities Branch retain Form 2845 and one copy of the advertisement. Place only the 3 x 5 card advertisement on the bulletin board. This procedure would eliminate the need to fill out several copies of Form 2845 and preclude a true name of an individual under cover from being on a bulletin board.

B. Evaluation

1. C/BSD said that the policy for utilizing Form 2845 required that the employee, whether covert or overt, complete the card. Those employees under cover showed only their initials on the card and overt employees signed their full name. The card was then posted on the bulletin board with the ad card.

2. If this recommendation to maintain all Form 2845's in PAB were implemented, a signature card file would have to be set up. It would be a perpetual record and, in view of the rather active program on housing rentals and

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sales, the recordkeeping would soon become quite voluminous. In addition, since the current practice is to remove and destroy the ad cards every three weeks, a majority of the Form 2845's in PAB would not be current.


3. However, as a result of this suggestion, PAB will only require both overt and covert employees to initial Form 2845. CCS concurred in this revised procedure. The major value of this proposal is to employees who are under cover and have been inadvertently signing their full name on Form 2845.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/EXTENDED).

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

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ADMINISTRATIVE INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-317: dated 1 March 1977
[REDACTED] WG-8 (GS-7 equiv.) STATINTL
Directorate of Administration/OL

A. Summary of Suggestion

1. Background

STATINTL Vermiculite soil conditioner, used by OL/[REDACTED] STATINTL
[REDACTED] for packing, was stored on pallets in plastic bags. The bags were taped to the skid to keep them from sliding off the pallets; however, they were constantly sliding off the pallets and being torn.

2. Suggestion

The suggester designed a portable vermiculite storage bin.

B. Evaluation

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1. OL/[REDACTED] fabricated the vermiculite storage box. Vermiculite is ordered as required, for the exclusive use of [REDACTED] and is stored in the general work area.

2. The storage bins provide maximum protection against bags being torn, resulting in man-hour savings to restack the bags when they fall and to clean-up the vermiculite spilled from torn bags (65 man-hours saved annually @ \$6 per hour = \$390 annual savings).

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ADMINISTRATIVE INTERNAL USE ONLY


C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$50 award based on combined savings of \$390 and MODERATE/LIMITED intangible benefits.

D. Decision of the Chairman

STATINTL


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

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ADMINISTRATIVE INTERNAL USE ONLY

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 77-345: dated 17 March 1977
[REDACTED], GS-11 25X1A
[REDACTED] GS-12
Automation Specialists
Directorate of Administration/OC

A. Summary of Suggestion

1. Background

Automated documentation was updated in draft, retyped and sent to OL/P&PD for final printing.

2. Suggestion

Enter all software documentation for a given computer system into disk files under the VM SCRIPT Program. Thus, when revised documentation is needed, the disk files are edited and a print out of the revisions made. This updated copy would then be sent to OL/P&PD for final printing.

B. Evaluation

1. OC said that use of the VM SCRIPT Program to produce finished product software documentation saves the automation specialists approximately 5 minutes per page x 200 pages of documentation produced annually = 8 hours @ GS-11 or \$85.92 annually. Secretarial savings of draft preparation are approximately 15 minutes per page x 200 pages annually = 50 hours @ GS-06 or \$522.40. OC rated intangible benefits MODERATE/LIMITED.

2. ODP said that in calculating tangible benefits the following costs must be considered against the cited savings:

a. Cost to input data at a slower speed than normally typed and, if by a secretary,

the cost to cover the secretary's normal work station.

b. Cost to use high grade technical or professional personnel rather than a lower grade clerical to make revisions.

c. Cost of computer time, disk storage and printing from the computer.

d. Cost of computer terminal and communications if documentation is the justification for this equipment.

e. Cost of training to use the VM/370 facility.

Estimated computer costs (c above) to support the suggested application is:

80 connect hours @ \$4/hour	\$320
1 CPU hour @ \$180	180
30,000 lines printed	25
2 1/2 cylinders dedicated storage	<u>75</u>
Total	\$600

Chief, P&PG/MS/ODP rated intangible benefits SUBSTANTIAL/LIMITED (\$50 - \$100).


3. ODP commented that they and other offices in the Agency had regularly used this technique since ODP taught the first SCRIPT course in 1972. However, OC said that since the suggestion represents adaptation of an existing procedure and not creation of a new or original method that an award of \$50 would seem appropriate for improvement to the functioning of the employees' office.

C. Recommendation of Executive Secretary

1. Beyond line of duty.
2. \$50 award (MODERATE/LIMITED), equally shared.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

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Award

SECRET

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-391: dated 14 April 1977
[REDACTED], GS-12 25X1A
Intel, Res. Spec - IA
Directorate of Science and
Technology/NPIC

A. Summary of Suggestion

1. Background

Prior to January 1977, the use of "plus or minus ____" as a Count Qualifier for Order of Battle (OB) entries to the Installation Data File (IDF) was not acceptable. An OB count could only be qualified by such terms as "approximately" or "at least".

2. Suggestion

IEG used "plus or minus" as a count qualifier for OB entries to the IDF in addition to the other qualifiers already in use.

B. Evaluation

1. Effective 28 March 1977, Imagery Exploitation Group adopted this idea as part of their normal operating procedures (memo attached). The use of "plus or minus ____" as a substitute for "approximate" is optional. "Approximate" and "at least" remain acceptable choices.

2. NPIC recommended a Certificate of Appreciation for this minor improvement to the uncertainty of equipment counts during photo interpretation exploitation. The "plus or minus" qualifier will hopefully give consumers a clearer, more precise statement of OB count accuracies.

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C. Recommendation of Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

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Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

Certificate
Award

Att

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Attachment to Suggestion N 061-7

28 March 1977

MEMORANDUM FOR: Imagery Exploitation Group Personnel, NPIC

THROUGH : Chief, Operations Staff, IEG/NPIC

SUBJECT : Use of "plus or minus ____" as a Count Qualifier
for OB Entries to the IDF

The text line associated with each OB entry in the IDF provides a means of qualifying the reported count as "approximate," or "at least," etc. This free text line is flexible enough to accommodate other kinds of count qualifiers, including "plus or minus" followed by a numerical figure that represents the uncertainty of the count.

The use of "plus or minus ____" as a substitute for "approximate" is optional. "Approximate" and "at least" remain acceptable choices, but imagery analysts may also use the "plus or minus" qualifier in order to give consumers a clearer, more precise statement of OB count accuracies. Examples of how the entries should be made, follow:

\$E\$ MIS \$770315\$ D\$ 162\$
//(PLUS OR MINUS 10)

\$E\$ MIS \$770315\$ D\$ 17\$PROB
//(PLUS OR MINUS 2)



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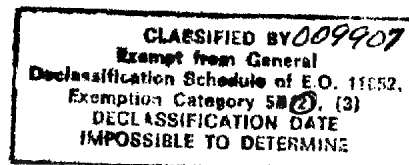
Note that the words "plus or minus" must be written out.



25X1A

Chief, Exploitation Support Branch,
IEG/NPIC

Distribution: All IEG Personnel



SECRET

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-411: dated 5 May 1977
[REDACTED], GS-05 25X1A
Library Assistant
Directorate of Intelligence/OCR

A. Summary of Suggestion

1. Background

Microform copies of intelligence documents stored in power file units of the Document Services Branch/OCR are filed by document number within source. Library assistants hand cut standard size (6" x 4 1/8" and 7 1/4" x 3 1/4") guide cards (sample attached) to separate each 100 document numbers within a series. A guide card is needed approximately every inch within a power file tray. At least 1,600 guide cards are made annually (18 guide cards per tray, 10 trays per pan and 12 pans per year). Only three or four guide cards can be hand cut at one time using a paper cutter. Guide cards are not always made when needed. Without a guide card to quickly identify the general location of specific documents, file input and output is slowed considerably.

2. Suggestion

Precut guide cards to the needed sizes, eliminating the time spent in hand cutting as well as the paper waste that accompanies the hand cutting process.

B. Evaluation

1. OCR/DSB ordered the precut guide cards from OL/P&PD in February 1976, per a verbal request of the suggester. The suggestion has eliminated the need to handcut at least 1,600 cards annually. Use of uniform

precut guide cards has made it easier to read the numbering on the cards and their availability near each power file unit has helped ensure their use when needed with the result that document file input and retrieval has been made easier, faster and more accurate. As the Agency's library for classified intelligence documents, the goal in retrieval is to meet requester deadlines and provide analysts with information as rapidly as possible to ensure a timely intelligence product. The uniformity of the cards has also been identified as being better for the power file equipment because it was recently discovered that the hand cut cards were often cut too high causing a drag effect on the automatic rotation of the power files.

2. OCR estimated that 52 hours are saved annually from not having to cut the cards @ GS-05 level or \$4.47 = \$232.44. OCR rated intangible benefits SUBSTANTIAL/LIMITED.


C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$100 award based on annual savings of \$232 (\$23), plus SUBSTANTIAL/LIMITED (\$77) intangible benefits.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
Awards Committee

27 June 77
Date

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Award

Att

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SUGGESTION NO. 77-477: dated 24 June 1975

GS-11 equiv.

25X1A

Color Photographer

Directorate of Administration/
OL/P&PD

A. Summary of Suggestion

The suggester proposed that OL/P&PD obtain additional supply magazines for the Circle S Camera so that there will be one available for each type of film used. Having a magazine for each type of film used will save the operator time from taking the magazine out of the camera, going into the darkroom, unloading one film and putting another in, then reinserting the magazine in the camera.

B. Evaluation

1. OL/P&PD commented that previously there were only three supply magazines and six different types of film used. This made it necessary to remove the magazine, unload and reload it in a darkroom and put it back on the camera. This sometimes resulted in using the incorrect film that was already on the magazine rather than reloading it.

2. Three additional magazines were ordered in December 1975 and delivered in July 1976. They have been in use almost a year. The quality of products has improved somewhat since the correct film is always used. The cost of the magazines was \$897.30. It is estimated that 52 man-hours @\$9.13 per hour or \$423.06 have been saved in the first year since the reloading operation is eliminated. OL rated intangible benefits MODERATE/LIMITED.

1. Not line of duty.

D. Decision of the Committee

Approved

75.

Award

Disapproved

27 June 77

Date